



## ECONOMIC AND SOCIAL RESEARCH FOUNDATION

### INTERNSHIP OPPORTUNITY

The Economic and Social Research Foundation (ESRF) is a leading independent policy research institution in Tanzania, established in 1994. ESRF undertakes high-quality research, policy analysis, and capacity-building initiatives aimed at informing public policy and supporting sustainable economic and social development at national, regional, and international levels. For more details on ESRF, please visit [www.esrf.or.tz](http://www.esrf.or.tz).

As part of its commitment to youth development and inclusive growth, ESRF is offering an internship opportunity to highly motivated and committed young graduates who wish to gain practical work experience and transition successfully into the workforce.

#### Internship Details:

- Position: Intern – Administrative Support (1 Post)
- Duration: One (1) Year
- Duty Station: ESRF Offices, Dar es Salaam - Tanzania

#### Role Purpose

The intern will work under the mentorship of the **Administrative and Procurement Officer**, providing a structured learning environment aimed at developing practical workplace skills, professional conduct, and hands-on experience in institutional operations.

**Key Responsibilities** - The intern will be involved in, but not limited to, the following areas.

#### ***Front Office and Customer Service***

- Attending incoming and outgoing calls.
- Receiving and attending visitors and guests.
- Providing general front desk and customer service support.

#### ***Administrative and Office Support***

- Providing clerical support including filing, photocopying, and document management.
- Supporting office supplies ordering and stock control.

- Maintaining proper filing of key documents such as contracts, delivery notes, and inventories.

### ***Logistics and Procurement Support***

- Assisting with travel logistics including flight/train/ferry bookings, airport/seaport/train station transfers, and hotel reservations.
- Supporting procurement processes and coordination with internal teams
- Supporting office operations, including supervision of office attendants and drivers
- Assisting in monitoring office maintenance needs and liaising with service providers

### ***Programme and Events Support***

- Providing logistical and administrative support during meetings, workshops, and stakeholder events.
- Supporting events and institutional activities.

### ***Eligibility and Qualifications***

- Tanzanian citizen aged 20–35 years.
- Recent first-degree graduate from a recognized university (within or outside Tanzania) in fields of Business Administration and procurement, Public Administration and project management or related field.
- Strong interest in administration, front desk operations, project management, and procurement.
- High level of commitment, professionalism, and willingness to learn.
- Basic understanding of procurement procedures is an added advantage.

### ***Required Skills and Competencies***

- Proficiency in English (written and spoken) and Swahili.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and digital tools.
- Basic understanding of office administration principles.
- Strong organisational, multitasking, and communication skills.
- Strong interpersonal skills with the ability to work collaboratively in a multidisciplinary environment.
- Attention to detail and strong sense of responsibility.
- Creative, proactive, and able to work in a dynamic, research-oriented environment.
- Motivation to contribute positively to ESRF's mission.

### ***What we offer:***

- Hands on work experience in administration and procurement.
- Professional mentorship and skills development.
- Exposure to real-world organizational operations.

**Reports to:** Administrative and Procurement Officer.

**How to apply:** Send your CV, certificates and cover letter to the online monkey survey. See the link below and paste it into your browser.

**INTERSHIP OPPORTUNITY - ECONOMIC AND SOCIAL RESEARCH  
FOUNDATION – Fill out form**

**Deadline:** Applications should reach the Foundation on or before **January 29, 2026**.

***ESRF has a Safeguarding Policy that ensures the protection of children and adults from abuse.***

**Only shortlisted candidates will be contacted.**